

Senior Leadership Team minutes

Monday 13 March 2017

Members

Elizabeth Denham (chair)	Information Commissioner
Paul Arnold	Interim Deputy Chief Executive Officer
Simon Entwistle	Deputy Commissioner (Operations)
Rob Luke	Deputy Commissioner (Policy)

Attendees

Richard Marbrow	Group Manager Corporate Governance
Robert Parker	Head of Corporate Affairs

Secretariat

Peter Bloomfield	Senior Corporate Governance Manager
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1. Introductions and apologies

There were no introductions or apologies.

2. Matters arising from the previous meeting

Minutes

The draft minutes of the last meeting were presented for agreement.

There was discussion about the publication of Senior Leadership Team agendas, minutes, and (where appropriate) papers on the ICO website. It was confirmed that, as with Senior Management Team, this should continue as the default position.

Actions and decisions

Outstanding actions were considered. The action to brief the Commissioner on the Privacy Seals work had been completed. A note of the meeting would come to the next Senior Leadership Team meeting.

3. Management Board, Audit Committee and Senior Leadership Team terms of reference

Issue

The draft terms of reference for the Management Board, Audit Committee and Senior Leadership Team were presented for discussion. They had been based on the Corporate Governance code for Central Government Departments and reflected the work of the recent review.

Clearly articulating the link between the Senior Leadership Team and its Steering Groups was important to ensure that issues relating to corporate risk, plans and strategies were considered by the Senior Leadership Team. And in this respect the Senior Leadership Team was keen to see the terms of reference for the Steering Groups agreed as soon as possible.

Additions to the responsibility section of the Senior Leadership Team terms of reference to demonstrate this were suggested along with the need for prioritisation and staff morale to also be included.

References to the Corporate Plan would also need updating.

Decision

Subject to the above amendments and to the comments of Departmental Heads and the Non-executive Directors, it was agreed that the draft terms of reference for the three committees should then be cleared formally by the appropriate committee.

Actions

Peter Bloomfield to amend the terms of reference as discussed and to circulate to Departmental Heads and the Non-executive Directors for any comments they might have, by 14 March.

4. Engagement with political parties

Issue

Rob Luke introduced a paper on aspects of ICO engagement with individual political parties. Senior Leadership Team noted the differing contexts for that engagement and the distinction between engaging with parties and elected representatives as data controllers and engaging with them as policy stakeholders.

Decision

Senior Leadership Team agreed to maintain a close overview of the different strands of current engagement to ensure coherence and to ask the Parliamentary and Government Affairs department to produce, as planned, a detailed Parliamentary and Government Engagement Strategy.

Actions

Simon Entwistle to provide an update on relevant cases at the next possible formal Senior Leadership Team meeting.

Rob Luke to present a detailed Parliamentary and Government Engagement strategy to Senior Leadership Team by early May.

5. Commissioning of the pay benchmarking exercise

Issue

Paul Arnold presented the responses to the tender for the pay benchmarking exercise, recommending that the proposal which offered the best value be accepted.

The exercise would research 45 existing and new posts to identify where the pay (and the overall remuneration package) was not competitive. This information would help inform future decisions on pay and recruitment strategies.

The findings would be shared with staff.

It was emphasised that the ICO would still be constrained by government pay rules.

Decision

The Team agreed to go ahead with the research and the recommended proposal.

Actions

Paul Arnold to take the work on the pay benchmarking exercise forward as soon as possible with a report back to Senior Leadership Team by June.

6. Feedback from the Data Protection Practitioners' Conference

Issue

The Senior Leadership Team expressed their pride in the success of ICO staff in setting up and running the Data Protection Practitioner's Conference; probably the most important event of the year for the ICO. The Commissioner had been pleased by the engagement with

the data protection community and the good will shown towards the ICO from the audience.

It was noted that 4,000 had tuned into the live streaming.

7. Feedback and follow up from the Management Board event of 3 March

Issue

Work was ongoing in taking forward revision of the Information Rights Strategy. The relatively informal nature of the meeting had worked well.

Decision

Senior Leadership Team members would consider ways of using the informal approach with members of the Board consider when opportunities arose.

8. Strategic file update

Issue

Rob Luke updated the Team on strategic file issues.

Actions

Rob Luke to ensure that processes were in place to ensure that issued were taken forward without unnecessary delay.

9. Any other business

There was discussion on liaison with overseas data protection authorities.